

# ***Full-Time Wyoming Army Guard Technician Vacancy Announcement***

ARMY GUARD AREA 1 – INSERVICE TECHNICIAN VACANCY ANNOUNCEMENT

## ***This vacancy is open to all current full-time employees of the Wyoming Army National Guard***

Please review the Area of Consideration and the Instructions for Applying sections prior to submitting an application package.

1 NOV 2006

**ANNOUNCEMENT #: 07-11**

**CLOSING DATE: 4 DEC 2006**

**TECHNICIAN TITLE, SERIES & GRADE:** Supervisory Joint Operations Center Technician GS-0301-10

**SALARY RANGE:** \$47,303.00 - \$61491.00 per year

**LOCATION OF POSITION:** JDOMS, Cheyenne, Wyoming

**APPOINTMENT FACTORS:** Excepted Service Enlisted (ENL), Officer (OFF), Warrant Officer (WO) - the incumbent of this position is required to be a military member of the Wyoming Army National Guard. Maximum military grade authorized is 04.

**MILITARY GRADE REQUIREMENTS AND COMPATIBILITY CRITERIA:** After selection, must possess or be eligible for assignment to a military position Enlisted (ENL) 15P, 25B, 42F, 42L Officer (OFF) FA 24, 34,50,53,59, AOC,42A 92A and Warrant Officer (WO) 92 MOS 420A, 011A.

**POSITION SENSITIVITY:** 2- Non-Critical Sensitive (NCS)

**AREA OF CONSIDERATION:** This vacancy is open to presently employed military technicians, indefinite military technicians who competed for their positions and AGR members with technician reemployment rights to the Wyoming Army National Guard.

**QUALIFICATION REQUIREMENTS:** GENERAL – Experience, education, or training which has provided a general knowledge of the principles of organization, management, and administration

SPECIALIZED - Must have 36 months of specialized experience which has included:

- (1) Operating, program or managerial experience in a type of work or a combination of functions directly related to the position or in comparable work or functions;
- (2) Experience in developing and recommending policy, organizing and carrying out specific programs, evaluating and recommending changes in methods of operations;
- (3) Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures;
- (4) Experience preparing written communications and oral presentations and/or briefings;
- (5) Progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position;

SUBSTITUTION – Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course, Incident Command Course (ICS) and others of a comparable level will be credited at the rate of one month of education for two months of specialized experience. Transcripts, certificates of completion, etc. must be provided in order to receive the substitution credit for specialized experience.

**DUTIES AND RESPONSIBILITIES:** Establishes local command and control policies and directives in accordance with Federal, state and local agencies. Informs the Adjutant General or designated staff members on the status, progress, problem areas, shortfalls, and limitations in the joint operations center. Ensures adequate protection and procedures are in place to safeguard resources, to include the physical security of the joint operations center, the Crisis Action Team (CAT) and mission critical support systems. Serves as the Communications Security (COMSEC) Officer for the joint operations center COMSEC user account, serves as the State COMSEC inspector (command level). Participates in the direction of operational events and briefs the Adjutant General or his designated staff members on all significant actions taken by the joint operations center. Manages all aspects of joint operations center operational reporting. Oversees the operational control and accountability of the JOC and CAT facility to ensure proper utilization of resources. Plans the work activities of assigned personnel, assigns general and specific tasks for the accomplishment of the mission, and plans the work schedule to support operational events on a 7-day per week/24-hour basis to include the scheduling of personnel leave. Performs other duties as assigned.

**NOMINATING OFFICIAL:** LTC Tod Larson, JDOMS

**WYOMING NATIONAL GUARD HUMAN RESOURCES OFFICE (HRO) POINT OF CONTACT:**

OC Casey Henry at (307) 772-5167, DSN 388-5167, or E-Mail [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil)

**PRE-EMPLOYMENT INQUIRY:** An employment inquiry may be sent by the HRO to those previous employers shown on the application in order to provide reasonable assurance that there is no derogatory or suitability information. The incumbent may be required to pass a physical screening prior to being assigned.

**SUBMIT YOUR APPLICATION TO:** Human Resources Office  
Attn: Technician Staffing  
5500 Bishop Boulevard  
Cheyenne, WY 82009-3320

**INSTRUCTIONS FOR APPLYING:** All application materials must be received in HRO no later than 1630 on the indicated closing date. Materials arriving after the closing date will not be considered. Do not submit application materials in binders, file folders, etc.

You will be rated on your experience related to the Qualification Requirements section of the vacancy announcement. These minimum experience requirements are essential for successful performance in the position. You must fully justify, on your application, how you meet these requirements.

The application packet will consist of the following: A typed or neatly printed summary of your history. This may be a resume, established form (OF 612), or any other application form you choose.

As a minimum, your packet must include the following information in order to be considered:

- Announcement number and title of the position for which you are applying.
- Your full name, mailing address, and phone number(s) where you can be reached.
- Your military grade and unit of assignment.
- Your social security account number and birth date.
- **A narrative of your work (paid or unpaid), training, education, and/or other experiences that may be related to this vacancy.**
- List all pertinent military experiences.
- Describe duties in your own words; do not submit copies of official position descriptions.
- **Credit will be granted only if there is sufficient information in your application to fully substantiate how you satisfy the qualification requirements.**
- If you believe your education will help you qualify for this vacancy, include a copy of your **transcript(s)**. Education substitution credit will not be given without transcripts or certificates of completion.
- Show actual dates for all work experience submitted.

Incomplete applications will not be considered. All application materials will be retained by the Human Resources Office as part of the staffing file. You may submit copies rather than original documents. Veteran's preference does not apply to positions in this agency.

**Special notes:**

- Acceptance of a permanent or indefinite position will cause termination from the Selected Reserve Incentive Program (SRIP).
- Relocation expenses will not be paid by the government.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- The selected applicant must complete a "Declaration of Federal Employment" prior to the appointment date.
- Faxed/emailed applications **WILL** be accepted to accommodate deployed members only.

Please feel free to call us at (307) 772-5167, DSN 388-5167, or email [casey.henry@wy.ngb.army.mil](mailto:casey.henry@wy.ngb.army.mil) for any additional information or clarification that you may need in reference to this procedure.